Supplemental Questionnaire

ACCOUNTING TECHNICIAN, FG-0525-05 or 07

Department of Transportation Federal Aviation Administration

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Section 1: Minimum Qualifications

- 1. From the descriptions below, select the letter corresponding to the statement that most clearly and accurately describes your basic education and experience. Select only one letter.
 - **A.** I have successfully completed at least 4 years of education above the high school level in an accredited business, secretarial or technical school, junior college, college, or university.

OR

I have at least 1 year (12 months) of specialized experience which is equivalent to the FG-4 level in the Federal service. My experience provided me with the ability to examine, process, and code a variety of accounting documents and supporting material. I performed the following types of clerical and bookkeeping duties related to financial documents: received, reviewed, and processed a variety of accounting documents relating to travel, transportation, or expenditure and collection vouchers; examined accounting documents to ensure they had appropriate approvals, calculations, and appropriations cited; maintained accounting records; and reconciled cumulative (i.e., monthly) records against individual transactions.

OR

I have a combination of post-high school education an specialized experience. [Determine your education as a percentage of the education required for the FG-5 level; and then determine your experience as a percentage of the experience required (12 months); then add the two percentages together. The total percentages must equal at least 100 percent to qualify. Only education in excess of the first **60 semester hours** is creditable toward meeting the specialized experience requirement. One full academic year of study (30 semester hours) **beyond the second year** is equivalent to six months of specialized experience].

- B. I have at least 1 year (12 months) of specialized experience which is equivalent to the FG-5 level in the Federal service. I performed a variety of accounting duties involving maintenance, validation, and reconciliation of records and ledgers, which included the following types of duties: reviewed obligation documents for completeness, accuracy, and validity of accounting classification; prepared and coded data for input into an automated accounting system; input data into the automated accounting system data base; coordinated estimated obligations with program and budget officials; reviewed and analyzed accounting data for special studies to make adjustments, corrections, or provide accounting information; maintained records to support accounts receivable, accounts payable and other general ledger accounts related to payment functions; and researched and responded to inquiries from vendors and agency personnel.
- C. I do not have specialized experience or education as described above, but I believe I

Section 2: Specialized Experience

For each of the following statements, circle the letter for the response that most accurately describes your level of experience in performing the task described, using the table below. Circle only one letter for each statement.

- A I have had no experience or training in this.
- B I have had education or training only in this, but no experience.
- C I have occasionally performed this task under close supervision.
- D I frequently and independently performed this task under normal supervision.
- E This task was/is a major part of my job, and I am considered an expert performing it.

		Circle the appropriate letter.				
2.	Review various obligation documents to ensure completeness of data, to ensure accuracy of computation, and to ensure validity of accounting classification.	A	В	С	D	E
3.	Review various accounts payable or accrued expenditure transaction documents to ensure completeness of data, to ensure accuracy of computation, and to ensure validity of accounting classification.	A	В	С	D	Ε
4.	Resolve questions on data submitted.	Α	В	С	D	Ε
5.	Establish and maintain manual control log to record expenditures and obligation of funds.	A	В	С	D	Ε
6.	Establish and maintain automated control log to record expenditures and obligation of funds.	A	В	С	D	Ε
7.	Classify transactions and adjustments.	Α	В	С	D	Ε
8.	Review accounts payable or accrued expenditures transaction for correct data.	Α	В	С	D	Ε
9.	Verify amounts shown on documentation with obligation documents.	Α	В	С	D	Ε
10.	Prepare adjustment vouchers.	Α	В	С	D	Ε
11.	Maintain liaison with various operating units to ensure proper invoice payment.	A	В	С	D	Ε
12.	Develop and maintain control log for issuance of purchase orders.	Α	В	С	D	Ε
13.	Receive and review purchase requests.	Α	В	С	D	Ε
14.	Maintain manual log of expenditures and reimbursements.	Α	В	С	D	Ε
15.	Maintain automated log of expenditures and reimbursements.	Α	В	С	D	Ε
16.	Reconcile and adjust applied cost and obligations.	Α	В	С	D	Ε
17	Reconcile discrenancies	٨	D	_	Ъ	_

Circle the appropriate letter.

18.	Compute adjustment vouchers for changes in data and expense according to account codes in automated general ledger system.	Α	В	С	D	Ε
19.	Reconcile accounts.	Α	В	С	D	Ε
20.	Compile and consolidate data for weekly financial report.	Α	В	С	D	Ε
21.	Reconcile sub accounts affected by changes in expenditures and allotments.	Α	В	С	D	Ε
22.	Prepare various cost reports.	Α	В	С	D	Ε
23.	Prepare estimates of financial needs based on account auditing and analysis.	A	В	С	D	Ε
24.	Consolidate accounting data from different programs into the general ledger to generate financial reports.	Α	В	С	D	Ε
25.	Monitor estimates, obligations, and expenditures affecting the budget to report deviations from set limitation.	Α	В	С	D	Ε
26.	Certify funds available.	Α	В	С	D	Ε
27.	Verify type of procurement, appropriation codes, and funds available for purchase requests.	Α	В	С	D	Ε
28.	Establish estimates for recurring utilities and alien housing and medical cost.	A	В	С	D	Ε
29. futu	Compile extensive cost data based on previous spending to project re expenditures.	A	В	С	D	Ε
30.	Maintain automated general ledger of operating cost.	Α	В	С	D	Ε
31.	Ensure that transactions are in compliance with guidelines, policies, and procedures.	A	В	С	D	Ε
32.	Receive and direct phone calls.	Α	В	С	D	Ε
33.	Receive and direct personal inquiries.	Α	В	С	D	Ε
34.	Communicate in person with agency employees on routine matters.	Α	В	С	D	Ε
35.	Communicate by telephone with agency employees on routine matters.	Α	В	С	D	Ε
36.	Establish contact with personnel outside the organization and with members of the general public on a regular and recurring basis.	A	В	С	D	Ε
37.	Enter appropriate accounting data directly into an automated accounting system.	A	В	С	D	Ε
38.	Extract information from an automated accounting system for payment information and for preparation of adjustments.	A	В	С	D	Ε
39.	Prepare accounting reports on automated spreadsheets.	Δ	В	C	D	F

To respond to questions 40-42, mark "A" for Yes and "B" for No.

	on the the appropriate lette		
40. I have successfully completed one accounting course (at least 3 semester hours) at the college level.	Yes A	No B	
41. I have successfully completed two or more accounting courses (at least 6 semester hours) at the college level.	A	В	
 I have used word processing, worksheet, and data base software programs in my current/ previous position. 	A	В	
I certify that, to the best of my knowledge, all the information provid accurate, and complete.	ed on this fo	orm is tr	ue
Name Date			